



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## HEALTH POLICY SPECIALIST I

Job Number: 20001868

Job Code: 96960V000101

Job Group: 9600 - GENERAL ADMINISTRATION

Job Established: 07/01/1996

Job Revised: 02/24/2006

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

At the professional level, reviews and analyzes Certificate of Need (CON) applications, collects and analyzes health data, and/or develops health care policy; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have two years of professional experience in managed health care, Medicaid, Medicare or health insurance claims/systems; and/or health care research, health care planning, health care policy development or health care administration.

#### **Substitute EDUCATION for EXPERIENCE:**

Graduate work in planning, public health, public administration, health administration, business administration or a related field will substitute for the required experience on a year-for-year basis up to two years.

#### **Substitute EXPERIENCE for EDUCATION:**

Professional experience in the preparation of health care reports, health care audits or health data tables will substitute for up to two years of required college.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Reviews and analyzes CON proposals, prepares analytical summaries and provides technical assistance to applicants. Manages the progress report process. Provides oversight of approved certificates prior to completion of projects. Prepares recommendations to the hearing officers regarding approval of certificate requests. Organizes and updates basic health care information found in publications, research and databases. Designs database models for hospital reporting, ambulatory surgery facility reporting and physician reporting. Analyzes such data with regard to cost and outcome. Researches, reviews, analyzes and synthesizes health care information. Recommends policies, goals and strategies related to health care needs and resources. Assists in the planning and coordination of advisory committees.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title primarily perform duties in an office setting.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*